

## ENCINA WASTEWATER AUTHORITY

**DATE:** February 7, 2022  
**POSITION TITLE:** Laboratory Technician  
**DEPARTMENT:** Environmental Compliance  
**SECTION:** Laboratory  
**REPORTS TO:** Laboratory Manager

**HOURS:** This is a part-time position which may not exceed a maximum of 1000 hours per Fiscal Year nor 29 hours per week. The position is temporary and will be reassessed annually based on needs. Hours and days can be adjusted to meet individual's schedule, but Monday and Thursday mornings are desirable.

**POSITION SUMMARY:** Under the supervision of the Laboratory Manager, this position performs a variety of laboratory tests required to demonstrate regulatory compliance with wastewater, industrial waste control, biosolids, reclaimed water, receiving water and potable water standards; collects field samples for testing and performs other related duties as assigned.

### **ESSENTIAL JOB DUTIES:**

- Practices and promotes the Authority's Mission, Vision and Values.
- Collects wastewater samples from various sampling points within the treatment plant and at designated locations in public and private property, in accordance with direction. Programs and troubleshoots wastewater sampling equipment.
- Collects surf zone samples on a weekly basis.
- Maintains cleanliness of the laboratory, including equipment, instruments, supplies and glassware.
- Maintains and calibrates laboratory and sampling equipment; coordinates lab equipment maintenance if needed.
- Performs various laboratory analyses in accordance with the appropriate certified methods. Analyses include, but are not limited to: (a) wastewater and receiving water analyses required for compliance with the Authority's NPDES permit; (b) solids analyses required for process control; (c) reclaimed water and potable water analyses. Generally, these analyses can include: pH, turbidity, biochemical oxygen demand, carbonaceous biochemical oxygen demand, total and volatile suspended solids, settleable solids, conductivity, temperature, chlorine residual, alkalinity, volatile acids, total and volatile solids, total and fecal coliform and enterococcus.
- Utilizes the laboratories HACH DR3900 Spectrophotometer in the analysis of HACH TNT methods for Chemical Oxygen Demand, ammonia, nitrate, nitrite, Total and ortho phosphate.
- Performs quality control and quality assurance tests and maintains quality control procedures in the laboratory.
- Prepares, preserves, and packages samples for analysis at outside laboratories.

- Enters sample results and other data into the laboratory information management system and other databases.
- Maintains accurate logs, chain of custody forms and other required documentation.
- Prepare documentation necessary to support the section and the overall administrative functions of the section. Such documentation may include: copying, scanning, filing, or mailing routine transmittals.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Knowledge of physical, chemical, and biological test procedures.
- Knowledge of personal hygiene and safety practices required when working with potentially contagious, corrosive and/or toxic materials.
- Knowledge of sample receiving, chain-of-custody, and preservation procedures.
- Skills in the operation and maintenance of basic laboratory instrumentation and equipment.
- Skills in the operation of a personal computer for word processing and data management using Microsoft Windows applications, such as Word and Excel, and laboratory information systems.
- Ability to work in odorous areas to obtain samples.
- Ability to safely collect surf zone samples in shallow ocean water.
- Ability to understand, follow directions, and complete assignments with minimal supervision.
- Ability to work both independently and as a member of a team.
- Ability to establish and maintain cooperative working relationships with coworkers.

**EDUCATION REQUIREMENT:** High school diploma required. Completed or enrolled in and working towards a Bachelor’s degree program or Associate of Arts degree program in natural or environmental science, engineering, or a closely related field from an accredited college or university.

**EXPERIENCE REQUIREMENT:** Recent Environmental laboratory or closely related experience, including college coursework.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver’s License, ability to be insured under the Authority’s automobile insurance coverage and ability to provide evidence of current personal automobile liability coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

**PHYSICAL AND MENTAL DEMANDS:**

### **Physical Demands**

While performing the duties of this position, the employee is regularly required to: walk; talk or hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools or controls; and reach and lift with hands or arms. The employee is frequently required to stand for prolonged periods of time, and must be able to lift and move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; exercise sound judgment; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:** While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals and may be required to work in inclement weather. The noise level in the work environment is usually moderately quiet.

**QUALIFICATIONS:** Ability to pass a pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.**